

## Higher Education Financial Services (HEFS) DC OneApp Glossary of Terms

**DCAS:** District of Columbia Adoption Scholarship Program.

**DCLEAP:** District of Columbia Leveraging Educational Assistance Partnership Program.

**DCTAG:** District of Columbia Tuition Assistance Grant Program.

**Eligible:** Once an application has been successfully submitted and a SEO supervisor reviews it and determines that all program criteria have been satisfied, the application's status is 'Eligible.' An 'Eligible' status allows the student to participate in their respective program(s) for grant awards.

**ESPR - Eligible Pending Supervisory Review:** 'EPSR' is a status that is designated to an applicant file once the file has been reviewed by the assigned counselor and determined to be complete after review of the application and all required supporting documents are reviewed.

**EFC – Expected Family Contribution:** The number that's used to determine your eligibility for federal student financial aid. This number results from the financial information you provided in your Free Application for Federal Student Aid (FAFSA) application. Your EFC is reported to you on your Student Aid Report (SAR).

**FAFSA - Free Application for Federal Student Aid:** FAFSA is used to apply for federal student aid for colleges or career schools and for most state and institutional aid. The DC State Education Office (SEO) uses the Student Aid Report, generated by the FAFSA, to verify citizenship, Selective Service registration, Social Security number, and identity, etc.

**HEFS:** Higher Education Financial Services, operated through the DC State Education Office, administers the following DC financial aid grant programs: DCTAG, DCLEAP and DCAS.

**Inactive:** An application becomes 'Inactive' when the application has been incomplete for sixty (60) days.

**Incomplete:** An application is considered 'Incomplete' when all required documents to complete the application have not been provided to the SEO.

**Ineligible:** If an application is considered 'Ineligible' if an SEO Supervisor determines that the application does not meet the respective program(s) eligibility criteria.

**In Process:** An application takes on the 'In Process' status once the application has been successfully "Submitted" and viewed by an SEO user. When an application moves into the "In Process" status the application can no longer be edited by the applicant and is instead limited to being reviewed only. If a change to the application is necessary the applicant should contact an SEO counselor.

**OTR – Office of Tax and Revenue:** The District of Columbia's Office of Tax and Revenue.

**OTRA - Office of Tax and Revenue Authorization Form:** The State Education Office (SEO) and the Office of Tax and Revenue (OTR) have formed a partnership that allows the OTR to verify certification of a D-40 tax return. The OTRA gives the SEO the authority to request that OTR verify if an applicant or their parent/legal guardian has filed taxes with the District of Columbia. This verification can only be accomplished with the approval of the applicant/parent/guardian.

**Proprietary Schools:** Proprietary schools are generally private educational institutions that are for-profit. These institutions are not eligible to receive funding for DCTAG, DCLEAP nor DC Adoption Scholarships. Visit [www.seo.dc.gov](http://www.seo.dc.gov) to obtain a list of schools that are eligible to receive funding.

**SAP:** Satisfactory Academic Progress is an academic standing based on grade point average (GPA) that meets a college or university requirements.

**SAP Form:** Satisfactory Academic Progress form is used for high school seniors who have not yet graduated and received their high school diplomas. A high school counselor verifies that the student has Satisfactory Academic Progress and is expected to graduate.

**SAR:** Student Aid Report is generated by the completion of the FAFSA report and reflects verification ,by the U.S. Department of Education, of all information contained in the FAFSA application.

**SEO:** The DC State Education Office is the District of Columbia's agency charged with managing the Education Licensure Commission, Education Programs, DC Gaining Early Awareness and Readiness, Higher Education Financial Services, Nutrition Services, Policy, Research & Analysis and Public Charter School Financing & Support.

**Submitted:** A 'Submitted' application is one that has been completed and successfully submitted online (the "Submit" button has been selected and all required questions have been answered).

**Request For Information (RFI):** If an application is determined to be incomplete an SEO counselor will mail or e-mail a "Request For Information." The applicant has 60 days to fulfill the requirements before the application is given a status of "Inactive".

**Waiting List - After Deadline:** Applications that are successfully submitted and all required documents provided after the DC OneApp deadline (the last Friday of each June) will be given a status of 'Wait List - After Deadline.' These applicants will not be removed from the wait list unless program funding is available and until students with an "Eligible" and status are awarded.

**Waiting List - On Time:** Applications that are successfully submitted and all required documents provided prior to the DC OneApp deadline (the last Friday of each June) but subsequent to an overwhelming number of completed applications having been received by the

SEO will gain the 'Wait List - On Time' status as all current funds have been obligated as a result of DCTAG and DCLEAP funds being on a first come first serve basis. In the event additional funds become available 'Wait List - On Time' applications will be reviewed by an SEO supervisor and are determined Eligible (based on fund availability), Incomplete or Ineligible. These applicants will not be removed from the wait list if program funding is available or until students with an "Eligible" status are awarded. Applications with a "Wait List On Time" status have a higher priority over applications with a "Wait List After the Deadline" status.

**Web Not Submitted:** Applications that started online, but have not been completed and successfully "Submitted" will display the "Web Not Submitted" status. A Web Not Submitted application has sixty (60) days to be completed and successfully "Submitted" before it is assigned "Inactive."